

Women's Rights National Historical Park



Experience Your America through an Internship

INTERN Positions open

Administrative Assistant

Supervisor: Gene Freese

Location: 136 Falls St, Seneca Falls, NY 13148

Applications accepted by email: Subject line to read recruiting

Email to Gene_Freese@nps.gov or 315-568-8700

Job Description:

To provide initial training and experience in the administrative fields of a National Park to a person pursuing a college degree and whose skills and experience indicate the ability to learn this career field. This position is under direct supervision of the park's Administrative Officer.

Duties:

- Assist with the creation of spreadsheets and databases to track budgets, travel, and other items
- Process outgoing mail and shipments via UPS and Fed-EX
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level; anticipates needed supplies; prepares purchase request for AO
- Contributes to team effort by accomplishing related results as needed
- Assist in inventory/ property management records
- Assist in human resources work to include such items as timekeeping, position management, and other duties as assigned.
- Assist in preparing budgets and annual reporting requirements
- Creating/updating mailing lists and medial lists

Skills/qualifications:

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills such as word, excel, access
- Budgeting/tracking expenses
- Human Resources knowledge if possible

Training Required – available online after internship starts.

- INPS: The History of the NPS
- INPS: The NPS and the Federal Government
- INPS: The Organization of the NPS
- Computer security training
- Orientation to WORl